

# American Embassy, Amman

# Vacancy Announcement

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**ANNOUNCEMENT NUMBER: 14 – 085**  
**RE-ADVERTISEMENT**

**OPEN TO:** All Interested Candidates

**POSITION:** Security Investigator - FSN 10, FP-5

**OPENING DATE:** October 19, 2014

**CLOSING DATE:** October 26, 2014

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Not-Ordinarily Resident: (Position Grade: FP-5)  
\*Ordinarily Resident: JD 17,783 p.a. (Position Grade: FSN-10)  
(Basic Salary)

**LENGTH OF HIRE:** Temporary position not to exceed completion of the New Office Annex (NOX) project (estimated to be 4 years).

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Amman is seeking an individual to fill a Security Investigator position in the Overseas Buildings Operations (OBO) Section.

## **BASIC FUNCTION OF POSITION**

Responsible to manage and perform three main functions for the Embassy Amman New Office Annex (NOX) and Major Rehab Project: (1) Complex Background Investigations, (2) Management of Security Operations and (3) High Level Liaison activities. Background and any special investigation will be assigned by the Site Security Manager (SSM). The incumbent must maintain direct liaison with the Regional Security Office at Post, Amman governmental officials; particularly police, customs, labor, and Government of Jordan (GOJ) Security Forces at the command level.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

1. **Education:** University degree (A four year degree that has been granted by an accredited University in either police science and/or military science is required. Incumbent must also have acquired continuous follow-on security and/or law enforcement training at an established GOJ training institution. Training in criminal/security investigations should be documented)  
**Supporting documentation (i.e., B.A. certificate) must be included in the application for eligibility purposes.**  
**يجب إرفاق شهادة الدراسة المطلوبة مع طلب التوظيف حتى يتم اخضاع الطلب للتدقيق**
2. **Experience:** 7 years of progressively responsible experience in investigative work with police, private security, or USG organization including a minimum of 3 years supervising an operation of 10 or more people is required.
3. **Language** **UPDATED:** Level 3 (Good working Knowledge) in English and Level 4 (Fluency) Arabic is required. English proficiency will be tested. A score of 605 on the TOEIC exam or 434 on the TOFEL exam is acceptable. Examination scores should have been recorded within the last six months.
4. **Knowledge:** A thorough knowledge and understanding of current Government of Jordan security, and the non-government entities working in the security field is required.
5. **Skills and Abilities:** Use of spreadsheets or word processing software or other widely used general software packages that are specific to the job; regular demand for using computer keyboard or similar where a good working speed and accuracy is important; safe handling of a wide range of protective equipment; skilled in dealing with intruders or other criminals and a valid Jordanian Class 3 driver's license are required.  
**A copy of your driver's license must be included with your application.**  
**يجب إرفاق صورة عن رخصة السوافة مع طلب التوظيف حتى يتم اخضاع الطلب للتدقيق**

## **SELECTION PROCESS:**

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## SELECTION PROCESS:

When equally qualified, Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that the candidates address the required qualifications above in the application.

## TO APPLY:

Interested applicants for this position should submit the following or the application will not be considered:

1. Application for U.S. Federal Employment DS-174.
2. A current resume or curriculum vitae that provide the same information as a DS-174
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran's Preference, go to <http://www.opm.gov/veterans/>
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
5. EFM, USEFM, and AEFM applicants must clearly indicate their status in the text or subject line of their application.
6. List any relatives or members of your household that work for the U.S. Government (include their name, relationship, agency, position and location).

## SUBMIT APPLICATION AND SUPPORTING DOCUMENTS TO

Human Resources Office  
Telephone: 59060000

Applications can also be submitted electronically through [AmmanEmployment@State.gov](mailto:AmmanEmployment@State.gov). Please note "V-14 – 085 Security Investigator" in the subject line of the e-mail.

## \*DEFINITIONS:

1. **Appointment Eligible Family Member (AEFM):** An EFM (see #2) eligible for a Family Member Appointment for purposes of Mission employment:
  - Is a U.S. citizen; and
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
  - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; and
  - Is residing at the sponsoring employee's post of assignment abroad; and
  - Does not receive a Foreign Service or Civil Service annuity
2. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);

- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

4. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

### **CLOSING DATE FOR THIS POSITION: October 26, 2014**

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with

such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.